

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 12: Foster Family Home Licensing	Effective Date: 3/1/07
	Section 7: First Licensing Home Visit	Version: 1

POLICY	OLD POLICY: 609.2331
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The Indiana Department of Child Services (DCS), its designee or an LCPA will conduct the first visit to the home of the prospective resource family for the purpose of assessing the physical environment of the home and engaging in a thoughtful dialog with all family members in the household about fostering or adoption.

Code References

[465 IAC 2-1-4: Housing; full-time care; standards and requirements](#)

[465 IAC 2-1-5: Sanitation; full-time care](#)

[465 IAC 2-1-11: Housing, intermediate care; standards and requirements](#)

[IC 31-27-4-4: Consultation with fire prevention and building safety commission](#)

[IC 31-27-4-10: Investigation of applicants](#)

[IC 31-27-4-16: Duration of license; limitations; renewal](#)

[IC 31-27-4-18: Inspection of foster family homes](#)

[IC 31-27-4-19: Records of monitoring activities and inspections](#)

[IC 31-27-4-20: Cooperation by licensees](#)

PROCEDURE

The licensing worker will:

1. Ensure that the applicant has received the following forms in the licensing packet:
 - a. [Application for Foster Family Home License \(SF 10100/CW 0317\)](#)
 - b. [Applicant's Statement of Attestation \(SF 46151/CW 0025\)](#)
 - c. [Request for Child Protection Service \(CPS\) History Check \(SF 52802/CW2128\)](#), on all household members
 - d. [Foster/Adoptive Family Inventory](#)
 - e. [Foster Care/Adoption Information \(SF 53184/CW 3415\)](#) (including Financial Profile)
 - f. [Substitute Care Agreement \(SF47344/CW0015\)](#)
 - g. [Application for Criminal History Background Check](#)
 - h. [Medical Report for Primary Caregiver \(SF 45145/CW 0039\)](#)
 - i. [Medical Report for Household Members \(SF 45146/ CW0038\)](#), if applicable
 - j. [Instructions for Water Analysis](#)
2. Review and discuss the content of all forms with the applicant and answer any questions
3. Provide the applicant assistance with completing the forms, if necessary
4. Schedule the first home visit concurrently with the Pre-Service Training phase
5. Collect the following completed forms:
 - a. [Application for Foster Family Home License \(SF 10100/CW 0317\)](#)
 - b. [Applicant's Statement of Attestation \(SF 46151/CW 0025\)](#)
 - c. [Request for Child Protection Service \(CPS\) History Check \(SF 52802/CW2128\)](#), on all household members
 - d. [Foster/Adoptive Family Inventory](#), if complete

e. [Foster Care/Adoption Information \(SF 53184/CW 3415\)](#) (including Financial Profile), if complete

f. [Substitute Care Agreement \(SF47344/CW0015\)](#)

Note: the medical and water analysis forms may be completed and returned as late as at the second home visit.

6. Discuss family member feelings (attitudes, expectations, concerns) about fostering
7. Discuss the family's child care plan (if applicable)
8. Conduct an assessment of the physical environment of the home, documenting findings on the [Foster Family Home Physical Environment Checklist](#)
9. Discuss any concerns about the physical environment of the home with the applicant
10. Verify the identify of all household members. Refer to separate policy, Chapter 2, [Verifying Identify](#)
11. Verify marriage and divorce status, if applicable
12. Complete [Financial Profile](#), included in the [Foster Care/Adoption Information \(SF53184/CW3415\)](#)

The licensing worker will instruct the family to complete the fingerprinting process and return the fingerprint cards, payment, and the following forms to the licensing worker within five working days of the first licensing home visit:.

1. [Application for Criminal History Background Check](#)

Note: If the applicant is currently caring for a related child, the licensing worker will need to verify on the fingerprint log that the applicant has undergone fingerprinting.

When the licensing worker receives the forms from the applicant, a carbon copy or copy of the form, should be:

1. Given to the applicant
2. Placed in the licensing file

Next steps: Refer to separate policies, Chapter 12, [Pre-Service Training Requirements](#), [Conducting Background Checks for Foster Family Home Licensing](#), and [Second Licensing Home Visit](#).

PRACTICE GUIDANCE

- N/A

FORMS AND TOOLS

- [Application for Foster Family Home License \(SF 10100/CW 0317\)](#)
- [Applicant's Statement of Attestation \(SF 46151/CW 0025\)](#)
- [Request for Limited Adult Criminal History Information \(SF 8053 \(R 6/2-04\)\)](#) for each applicant and non-applicant household member age fourteen (14) and over
- [Request for Child Protection Service \(CPS\) History Check \(SF 52802/CW2128\)](#), on all household members
- [Foster/Adoptive Family Inventory](#)
- [Foster Care/Adoption Information \(SF 53184/CW 3415\)](#) (including Financial Profile)
- [Substitute Care Agreement \(SF47344/CW0015\)](#)
- [Application for Criminal History Background Check](#)
- [Medical Report for Primary Caregiver \(SF 45145/CW 0039\)](#)
- [Medical Report for Household Members \(SF 45146/ CW0038\)](#), if applicable

- [Instructions for Water Analysis](#)
- [Foster Family Home Physical Environment Checklist](#)

RELATED INFORMATION

Discussing Family Member Feelings About Fostering

When adults make a decision to become foster parents they also make the decision for their children to become part of a family that fosters. Fostering is a very significant change in anyone's life, even more so for the children within the family. Children, even within the same family, will often have very different views about the prospect of becoming a family that fosters.

Initially many children are very enthusiastic about the idea of fostering. During the course of the assessment, if the child is capable of understanding, the licensing worker must talk to him/her about the idea of a foster child coming to stay. The licensing worker will evaluate how realistic the children's expectations are and how difficult, or easily they might adapt to life within a family that fosters. The licensing worker must talk to them regularly throughout the application process, and the parents should have regular family meetings to discuss how being a foster family will affect each family member, and how current or future problems or difficulties will be addressed.

Children may change from being keen to foster, to hating it, and then back again. Particularly in the early stages when the expectations of the children come up against the realities of the situation. For example, a child may have been looking forward to a new playmate that they could play football and other sports with, but then later find out that the foster child hates all sports and only wants to play computer games. This kind of disappointment can be quite hard on them.

The licensing worker should also bear in mind that many children will not want to tell their parents about their problems with fostering, as to do so might be seen by some as letting their parents down. The licensing worker should find out how the children are feeling and coping with fostering. This should continue even after they have fostered for a few years. While children grow up they may be more able to tolerate foster children at certain times, and less able at others. It is not unheard of for a family to take a break from fostering for a short period, for instance when a child of the family is taking their school exams.

Identity of Household Members

Review any available valid government-issued identification documents, for example, but not limited to social security cards, birth certificates, photo identification cards or driver licenses.

Financial Profile

Foster parents should not foster children for financial gain. The licensing worker should track expenses and verify all household income sources by obtaining copies of recent employment, salary, bank statements, financial statements or tax forms.

Physical Environment

Assure that family is aware of physical environment requirements such as having phone and transportation, i.e. taking kids to therapy.

Foster family homes are no longer required to have State Fire Marshal (SFM) inspections completed. FCM, licensing staff or LCPA are responsible to ensure that all foster family homes

contain smoke detectors on all levels of the home and a Type ABC fire extinguisher in the kitchen.

All foster family homes must provide:

- A bed for each foster child, and eating, recreation, bathroom and bathing facilities
- Adequate health, food service, and personal care practices

Standards for the actual physical environment of a foster family home and for the health care practices utilized in the home for the care of the foster children placed are outlined in the Rules and Regulations [IAC Title 465, Article 2, Rule 1, Licensing of Boarding Homes for Children](#). Health and fire rules/regulations also apply.

Due to accreditation standards, your agency may require additional documentation. This information can be added in the comment section of state forms or documented in the licensing file. State forms can not be altered.